

CANBERRA





MEETING PLANNER





















CANBERRA IS THE MEETING PLACE FOR CULTURE, INNOVATION AND PROFESSIONAL EXCELLENCE.

Canberra, aptly named, is derived from the word Kambera meaning "meeting place" in the local Ngunnawal indigenous language. As our nation's capital, it is a cornerstone for Australia where great ideas and innovation flourishes with a fast-growing, highly educated, diverse and professional population.

Offering a vast range of cultural history and destination experiences including, Parliament House, the National Gallery of Australia, Australian War Memorial, Lake Burley Griffin, Australian National Museum, the National Arboretum, Australian institute of sport and more.

As a landmark Australian city with world class leaders in many fields including government, education, science and technology. It's truly a place of inspiration and potential perfect for any conference or event.

















1. WHEREVER YOU NEED TO BE

In the world's major cities, in recognised commercial hubs, in city centres or business parks, near airports or even in leisure centres, Novotel Canberra can offer meeting rooms to suit you and your team. Our state-of- the-art facilities are there for you to make the most of, along with the professional advice we guarantee and services to meet all your requirements.

2. EVERY DETAIL TAKEN CARE OF

With absolute flexibility, and an eye on the detail, every Novotel meeting and event is directed with flair. In the set up of every possible room configuration, advanced technical and audio visual facilities and wireless connectivity. Wherever possible, from formal plenary welcomes to breaks with a difference, the use of space, fresh air and natural light maximised to hold the attention of delegates on the important issues at hand – yours!

3. COMMITTED TO YOU EVERY STEP OF THE WAY

Whatever the purpose of your meeting and however many people may be involved, Novotel offers you an entirely bespoke service. Our meetings team are trained to the highest industry standards to ensure you receive a truly tailor-made experience – before, during and after your meeting. Your dedicated event coordinator will consider all your requirements and also deal with the unexpected (latecomers, delays, changes in equipment or meal schedules, etc.) and watch your budget. As a true business 'partner', Meeting at Novotel will also guarantee quality follow-up and help map out your forthcoming events.



4. SOLUTIONS AS INDIVIDUAL AS YOUR BUSINESS

A meeting at Novotel is like no other, because it is devised with your expectations, your objectives and your audience in mind. Pace, atmosphere, the arrangement of the room, break solutions, group activities – Novotel has the knowledge and skills to offer the best advice and make your meeting an unqualified success. Sumptuous breakfasts to keep you energised all day, innovative banquet menus and in-room dining any time. Fresh ideas with classic choices, even professionally balanced nutritional options for those looking for a healthier option.

5. THE IMPORTANCE OF WELL-BEING

For maximum efficiency and success of your working sessions, Meeting at Novotel takes the comfort of all those attending very seriously. From the spacious guest rooms to thoughtful, invigorating breaks and varied, well-balanced meals, at Novotel, the individual's well-being is cared for in order to encourage better performance as a group.













BY AIR

Canberra is connected globally with direct International flights and an extensive domestic network serviced by premium airlines as well as low cost carriers. Novotel Canberra is a short 15minute drive from the airport.

BY COACH

Novotel Canberra is located adjacent to Canberra's interstate coach terminal.

PARKING

There is undercover car parking available for in house guests, which is accessible off Moore Street. A daily parking fee applies.



NOVOTEL CANBERRA

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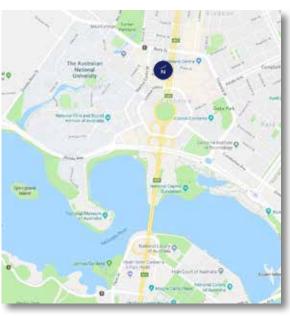
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ALLSAFE

We have introduced intensified hygiene & prevention measures to ensure your safety. The ALLSAFE label represents our new elevated cleanliness protocols and standards and provides assurance that these standards have been met by Novotel Canberra.

- · Social distancing in all common areas
- · Sanitiser provided in key public areas and meeting spaces
- · Disposable masks and gloves made available to conference guests when requested
- · Contactless check-in, check-out and payments carried out whenever possible
- · Reinforced cleaning program in public areas with frequent disinfection of all high touch areas
- · Reinforced food safety standards and new protocols
- · Employees given comprehensive safety & hygiene training

We are doing everything possible to reassure you and anticipate your needs

















Our passion for hospitality goes beyond the walls of our hotels

Every day we welcome 630,000 guests, who stay and eat at one of our 4,800 addresses. That's 140 million towels washed and 200 million meals served, each year.



DIVERSITY

35%

of hotel General Managers will be women by 2020



HEALTHY & SUSTAINABLE FOOD IN OUR RESTAURANTS

Food waste:

-30%



PLANT FOR THE

1

tree is planted every minute with our reforestation program



URBAN VEGETABLE GARDENS

1,000 by 2020



WATCH We Act Together for Children

+90%

of hotels implement our program against child sexual exploitation



SUSTAINABLE BUILDINGS

100%

of renovated or new hotels will be low-carbon buildings by 2020















Novotel Canberra has 286 contemporary rooms and suites designed for natural living. Other features include indoor heated pool, sauna, spa, gym, restaurant and bar, 24-hour room service and secure undercover parking. Central location offering the broadest range of public transport options available in Canberra with Canberra's premier attractions within short driving distance.

All rooms feature an abundance of natural light and include LCD screens, Sleepmaker beds, large ergonomic working desks and WiFi connectivity. Apartments include a functional kitchenette with eating area and separate bedroom.





We provide a range of accommodation options such as:

- Standard Rooms available in Queen (one queen sized bed), Twin (two double beds) some with a private balcony and King.
- · Suites available with a king sized bed and separate lounge area.
- · Studio apartments with separate bedroom and a kitchenette with eating area.
- · Special access rooms are available.
- All rooms feature access to WiFi and dedicated workspace ensuring comfort for both business and leisure travellers.













WELCOME TO NOVOTEL CANBERRA

An International 4.5 star hotel conveniently located in the heart of Canberra's city centre. Boasting direct access to the light rail and city bus interchange at our doorstep and surrounded by many Federal Government and corporate offices. Experience the very best of Canberra's retail, entertainment and culinary delights with the hotel positioned footsteps away from all the action the Nation's capital has to offer.

Offering 286 guest rooms, 7 flexible function rooms catering for up to 200 guests, premium dining options and extensive wellbeing facilities – we are the perfect venue for your next meeting or event.

ROOM CATEGORIES

- · Standard Queen, King and Twin Rooms
- · Executive King Rooms
- · Studio Apartments
- · Special access rooms
- Suites

FOOD AND BEVERAGE

- · First Edition Restaurant & Bar
- · Daily buffet breakfast
- · A la carte lunch and dinner
- · Room service (24 hours a day)
- · Inbalance healthy choice menus

HOTEL SERVICES

- · Europear rental office on site for rental car hire
- Convenience store, chemist, banks only a short walk from Reception
- · Interstate coach terminal adjacent to the hotel

MEETING ROOM FEATURES

- · 24/7 event concierge
- · 7 flexible function rooms
- · Up to 200 guests
- · Light filled pre-function area
- · Dedicated conference experts
- · Meeting rooms with natural light

TECHNICAL FEATURES

- · Complementary wireless internet access
- · Video conferencing capabilities
- Dedicated in-house AV provider

GUEST SERVICES

- Free WiFi
- Mac web corner
- Concierge
- · Online check-in and express check-out
- · Luggage storage service available

LEISURE & WELLBEING FACILITIES

- · Indoor heated pool and light-filled sun deck
- Gymnasium
- · Spa and sauna
- Jogging maps
- · Bicycle hire
- In room Inbalance yoga session with Sally Fitzgibbons channel

NEARBY ATTRACTIONS

- · National Gallery of Australia
- · National Museum of Australia
- · Australian Institute of Sport
- Questacon
- · Cockington Green Gardens
- Segway tours
- · Lake Burley Griffin
- · Go-boats Australia













FXPECTUNEXPECTE

INBALANCE SPACES OST VALUABLE ASSET CAN BE YOUR WILLINGNES
RSIST LONGER THAN ANYONE ELSI

SUNWIND DEEP

THERE IS MORE TO LIFE
THAN INCREASING
ITS SPEED

VALUES & PRIORITISE

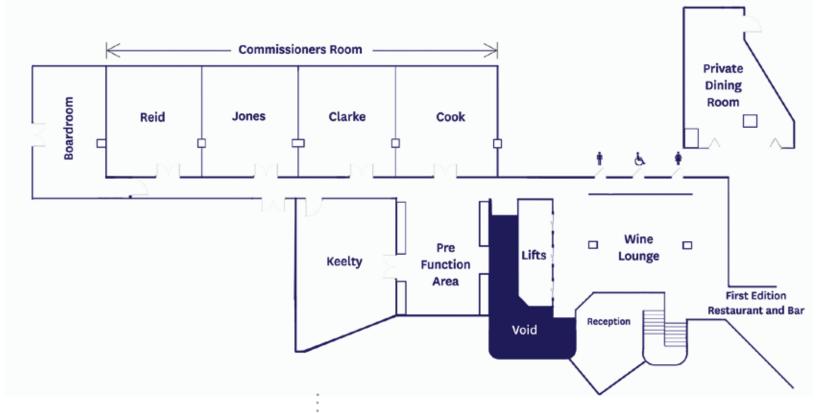
A GOAL WITHOUT A P A WISH.

LARRY ELDER







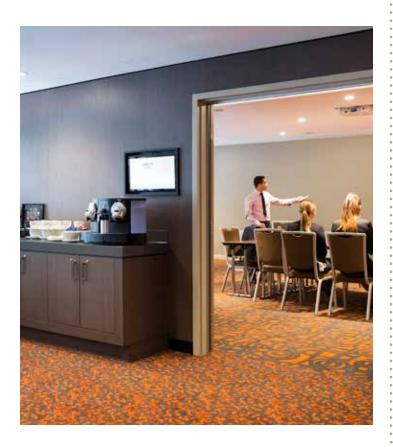


With a series of inspiring elements from the pre-function area to the meeting room your guests will have an opportunity to pause and reflect on what creates balance in a fast-paced, demanding world. From this initial arrival experience each guest will feel more inspired to personally engage and contribute to the meeting agenda.









CONFERENCE ROOM CAPACITIES

		$ \times $	······································	<u> </u>	**		Y	:: :::::::::::::::::::::::::::::::::::	
Room	Height	Area m²	Theatre	Classroom	Banquet	U-Shape	Cocktail	Cabaret	
Cook	2.9	55	50	22	32	16	50	25	16
Clarke	2.9	55	50	22	32	16	50	25	16
Jones	2.9	55	50	22	32	16	50	25	16
Reid	2.9	55	50	22	32	16	50	25	16
Combined 2 Rooms	2.9	110	100	44	72	24	100	60	na
Combined 3 Rooms	2.9	165	150	66	112	na	150	84	na
Commissioners Room	2.9	220	220	88	152	na	200	130	na
Pre-function Area	2.9	55	na	na	na	na	60	na	na
Keelty	2.7	70	50	30	60	25	80	42	20
The Boardroom	2.4	51	0	20	20	14	na	20	14
Private Dining Room	2.7	63	na	na	40	na	40	na	na

^{*}Event room capacity may be different based on government restrictions, Please contact us for the latest numbers.



























DAY DELEGATE CONFERENCE PACKAGE

HALF DAY DELEGATE CONFERENCE PACKAGE

Minimum numbers apply, meeting room access 9am-1pm or 1-4pm. Minimum numbers apply for complimentary plenary room hire.

DAY DELEGATE PACKAGE INCLUSIONS

- · AllSafe meeting room set up with sanitisation station and social distancing
- · Arrival tea & coffee with Dilmah exceptional teas blends and barista made coffee to order
- · Morning tea break served with 2 menu items of your choice
- · Nurture yourself plated lunch served in First Edition Restaurant
- · Afternoon tea break with individually wrapped cookies
- · Whiteboard, flip-chart and drop down projection screen 16:9
- · Bottled water per person
- · Complimentary plenary room hire
- · 24/7 Event Concierge Service

An extensive range of state-of-the-art Audiovisual (AV) equipment is available through our preferred in house AV partner Encore Event Technologies.



COFFEE BREAK MENU OPTIONS

Included in Day Delegate packages. All breaks include a selection of Barista made coffee to order and Dilmah Exceptional Teas with 2 menu items of your choice. Please see menu options below.

Sweet

- · Traditional cannoli stuffed with vanilla ricotta cream dipped with crushed pistachio
- · Warm Portuguese custard tarts with fresh strawberries
- · Chocolate and walnut brownie with raspberry coulis (GF)
- · Mini raspberry bircher with seasonal fruis, toasted coconut, and dehydrated cranberries (DF)
- · Warm scones served with raspberry jam and vanilla whipped cream
- · Individually wrapped cookies

Savoury

- · Mini bagels smoked salmon, cream cheese, caper, wild rocket and pickled fennel
- · Warm mini croissants stuffed with your choice of smoked ham, swiss cheese, wholegrain mustard bechamel or baby spinach, Swiss cheese and wholegrain mustard bechamel
- · Bacon and egg brioche slider with smoked barbeque sauce
- · Potato rostii topped with avocado, grilled hallumi, and wild rocket













NURTURE YOURSELF PLATED LUNCH

Minimum 20 guests, included in Day Delegate packages

- · Individual nurture salad bowl of your choice
- Individual dessert item
- · Barista coffee made to order
- · Dilmah premium loose leaf tea made to order
- · Cold juices available to order



- · Tandoori Chicken, baby spinach, red onions, cucumber, cumin yogurt
- · Smoked turkey, brie, wild rocket, orange segments, dehydrated cranberry, raspberry dressing
- · Beef pastrami, mixed leaves, chargrilled vegetables, goats cheese, olives mustard dressing
- · Falafel, baby spinach, hommus, heirloom beetroot, smoked eggplant

WARM COMFORT BOWL MENU

- · Braised lamb shoulder roasted potato mint buttered pea
- · Mild chicken coconut curry cashews turmeric rice broccoli in chilli ginger
- · Beef fried salmon, green herbed potato mash with snow pea tendrils
- · Risotto, roasted pumpkin, smoked mozzarella, wild rocket with toasted almonds

DESSERTS

- · Pavlova, honey whipped cream, fresh berries
- · Pecan Pie, served with vanilla ice cream toffee shards
- · Warm chocolate fudge cake, berry compote, vanilla cream
- Fruit salad
- · Individually wrapped cookies



















ARRIVAL TEA & COFFEE

CONTINUOUS TEA & COFFEE

FRUIT JUICE

Choice of orange, pineapple, apple, tropical fruits

FRESHLY SQUEEZED JUICE STATION

- · Hydration Watermelon, apple and strawberry
- · Rise and Shine Orange and pineapple with mint
- · Good Health Carrot, celery and pineapple
- · Antioxidant Beetroot, blueberry and apple with ginger

POST EVENT CHEF'S SELECTION

- · Recommended for post event function (60 minutes)
- · 2 cold canapés and 2 hot canapés
- · Plus 1 hour standard drinks package

POST EVENT CHEESE & WINE

- · 30minutes, no minimum numbers
- Your guests can relax with a glass of cellar selection local wine in hand while you sample a selection of three delicious premium Australian cheeses

CHEF SELECTION OF CAKES AND TARTS

- · Red velvet cake
- · Blueberry tart
- · Mini pavlova's with mixed berries
- Mixed petit fours



INDIVIDUAL FIRST EDITION SIGNATURE TABLELANDS PACKS

- · Fedra Olive board
- · Pialligo chacuturie board
- Harvest board (V)
- · Tilba cheese board
- · Mix of above -

INDIVIDUAL SEAFOOD PACKS

- · Cooked king prawns
- · South Coast oysters
- · Trio of sauces
- · Smoked salmon



























CATERING OPTIONS

At Novotel Canberra, we understand that food & beverage is one of the most important aspect to any event. Our dedicated culinary team prepare tantalising menus to showcase the freshest local produce for your guests. Our Inbalance healthy menu choices are designed to maximise productivity and keep your delegates engaged.

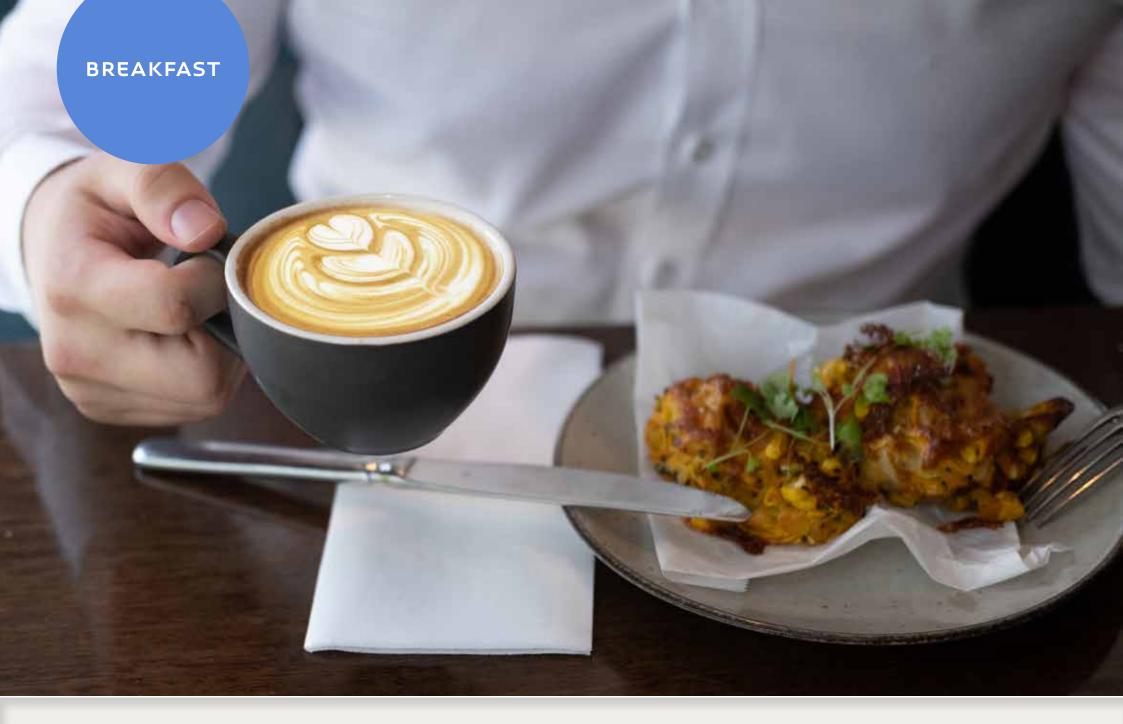
INBALANCE CONFERENCE PACKAGES	14
LUNCH CATERING	15
THEMED BREAKS	17
BREAKFAST CATERING	22
DINNER CATERING	24
COCKTAIL CANAPÉS	27
BEVERAGE PACKAGES	30

























INBALANCE BREAKFAST PACKS

Minimum 20 guests

- · House made maple infused bircher muesli with toasted coconut, chia seeds, seasonally cut fruit
- · Individual yoghurt pot with berries
- · Mixed selection of Danish pastries
- · Freshly baked croissants
- · Selection of exceptional Dilmah teas and Barista made coffee to order
- Add a selection of juices: orange, pineapple, apple, tropical fruits

Upgrade the breakfast to include one of the below options

- · Bacon and egg roll with hickory smoked BBQ sauce
- · Eggs benedict or florentine
- · Steamed blue berry bagel, vanilla infused whipped ricotta, berry compote
- · Roast field mushroom with bush spice, goats cheese, pepita, spinach



HOT PLATED BREAKFAST

Minimum 20 guests - Select one item

- · Truffle infused scrambled eggs, bacon, baby spinach, on harvest rye.
- · Rainbow bircher breakfast bowl, berries, mint, seasonal fruit, honey, toasted coconut.
- · Potato rosti, smoked salmon, fried egg, lemon, wild rocket
- Sour dough, smashed minted peas, roasted mushroom, bush spice, goats cheese, pepita picked herbs. Add speck

Plated breakfasts include:

- · Individually packed fresh cut fruit and selection of fresh pastries
- · Dilmah & premium teas and Barista made coffee to order
- Add a selection of juices: orange, pineapple, apple, tropical fruits \$5 per person



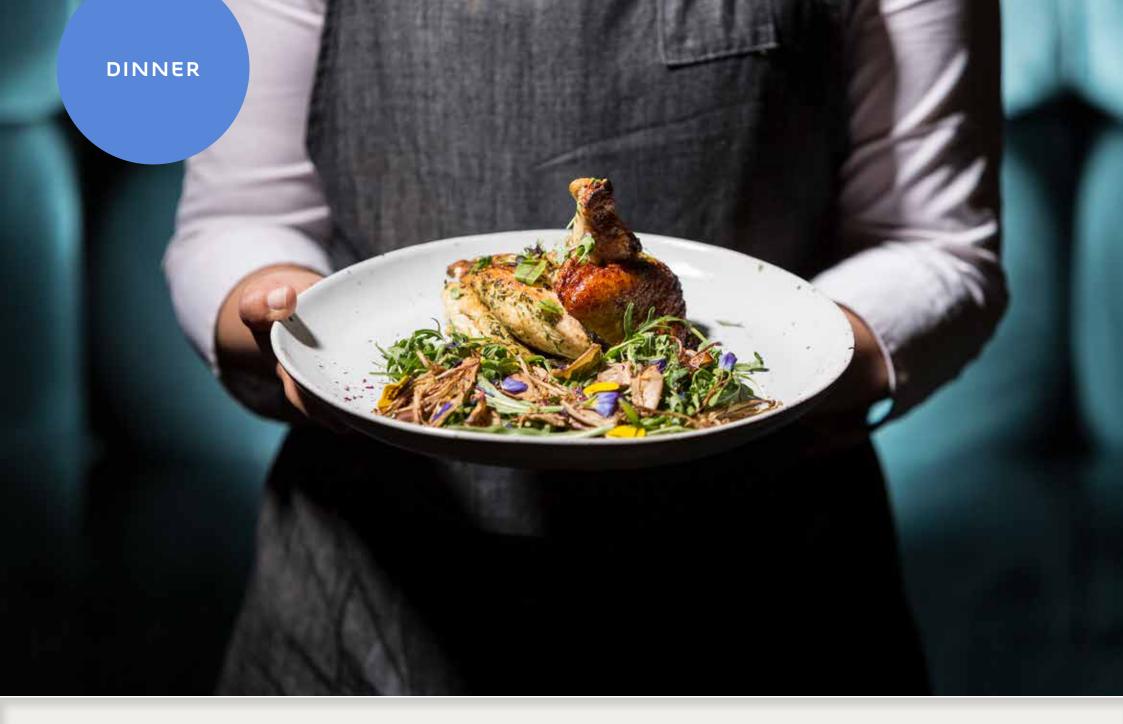


























2 COURSE SET MENU

3 COURSE SET MENU

Select an option from each course and enjoy a sit down meal for 15 or more people. Beverages can be purchased on consumption or ask us for our latest wine list and beverage packages. All set menu dining experiences include crisp white linen napkins, glassware, cutlery, warm crusty bread rolls per guest, Dilmah premium teas and Barista made coffee to order.



ENTRÉE

- Scallops in the shell pancetta, sage, panko, brown butter micro salad
- 8 hr pork belly cherry compote, crushed salted walnut and lemon thyme
- Lamb kofta, smoked eggplant, mint, goats cheese, house made dukkah
- Ricotta and bitter leaf cigar, beetroot hommus toasted almonds

MAIN

- Slow braised beef short rib, wholegrain mustard and potato mash, seasonal green in lemon butter and pepita seed
- Crispy skinned barramundi sea succulents, citrus segment, blossom and wild rocket salad
- Corn fed chicken breast, almond and saffron cream, Persian "jewelled" rice, snow pea tendrils
- Handmade orechietti, rocket almond pesto, fresh burrata, picked herbs

DESSERT

- Pavlova, whipped honey cream, crushed pistachio, fresh berries
- · Chocolate fondant, peanut butter praline, passionfruit coulis
- Blueberry buttermilk pannacotta white chocolate and saffron ganache, biscotti
- Vanilla mille foglie, raspberry and rosewater compote













DINNER ADD ONS

BASKET OF MIXED ARTISAN BREADS

- · Selection of mixed artisan bread basket per table
- · Served with pepe saya cultured butter

FIRST EDITION TABLELANDS BOARDS

- · Fedra Olive board
- · Pialligo chacuturie board
- · Harvest board (V)
- · Tilba cheese board
- Mix of above

SIDES

- · Hand cut Hand-cut potato fries
- · Oven baked Congo potatoes in sea salt and Fedra Olive Grove's extra virgin olive oil
- Mixed steamed greens with house-made saltbush dukkah drizzled with Fedra Olive Grove's extra virgin olive oil.
- · Mixed salad with champagne dressing







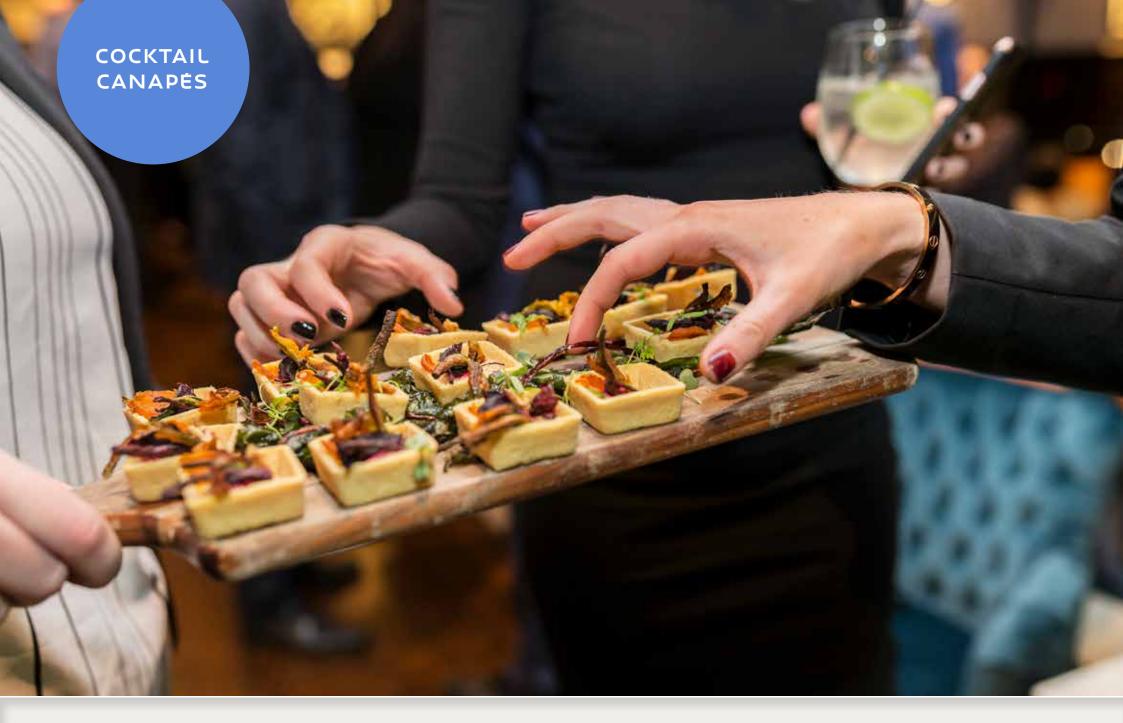


























ONE HOUR CANAPÉ PACKAGE

Select 2 cold and 2 hot canapés

TWO HOUR CANAPÉ PACKAGE

Select 3 cold and 3 hot canapés OR 2 cold, 2 hot and 2 dessert canapés

THREE HOUR CANAPÉ PACKAGE

Select 3 cold, 3 hot and 2 dessert canapés OR 1 substantial, 2 cold, 2 hot and 2 dessert canapés

ADDITIONAL HOT OR COLD CANAPÉ

ADDITIONAL DESSERT CANAPÉ

ADDITIONAL SUBSTANTIAL CANAPÉ

PLEASE NOTE: Current covid restrictions require all catered events to be seated only. The above quantities will be served and are based on recommended time-frames. Vegetarian: V, Vegan: VG, Gluten Free: GF, Dairy Free: DF



COLD SELECTION

- · Smoked eggplant and haloumi fritter, blistered tomato, micro basil
- · Potato rosti, lemon cream, smoked salmon, caviar, dill
- · Slow roasted beef, horseradish and beetroot cream, goats cheese crumbs
- · Poached chicken, pickled jalepeno, grilled corn salsa, brioche, picked coriander

HOT SELECTION

- · Leek, speck and blue cheese tart, walnut brittle, smoked sea salt
- · Traditional mini aranchini balls, basil mayonnaise
- · Rustic beef and chianti pie, smashed pea
- · Peking duck wonton in soy and ginger broth, micro coriander
- · Chickpea falafel, tahini sauce, baby mint leaves

DESSERT SELECTION

- Chocolate dipped strawberries
- · Mini lamingtons raspberry whipped cream
- · Bitter chocolate tartlet fresh berry, mint
- Mixed macaron
- · Chocolate filled churros fresh strawberry salsa















ONE HOUR CANAPÉ PACKAGE

Select 2 substantial and 1 cold canapés

TWO HOUR CANAPÉ PACKAGE

Select 3 substantial and 1 cold canapés

THREE HOUR PACKAGE

Select 4 substantial and 1 cold, OR 1 dessert canapés

ADDITIONAL HOT OR COLD CANAPÉ

ADDITIONAL DESSERT CANAPÉ

ADDITIONAL SUBSTANTIAL CANAPÉ



SUBSTANTIAL CANAPÉ SELECTION

- · Boxed fish and chips house made tartare fresh lemon
- · American cheese burger sliders
- · Korean chicken bao, pickled cucumber
- · Vegetable tempura wasabi mayo pickled ginger
- · Beer battered fish and chips with tartar sauce
- · Lamb kofta kebab with basmati rice and riata yoghurt
- · Thai curry with jasmine rice
- · Spicy meat balls on couscous
- · Pumpkin and spinach risotto with shaved parmesan
- · Prawn and barbecued pork with fried rice
- · Breaded chicken tenderloin with potato wedges

Please note that the above quantities will be served and are based on recommended time-frames. Vegetarian: V, Vegan: VG, Gluten Free: GF, Dairy Free: DF



























BEVERAGE PACKAGES

We are pleased to offer you a choice of beverage packages for your cocktail party or dinner. Alternatively we can provide beverages on consumption or a cash bar depending on your preference.

HOUSE SELECTION

Bancroft semillon sauvignon blanc 1 Hour
Bancroft cabernet merlot 2 Hours
Bancroft Bridge Brut NV
Selection of tap heavy and light beers
Orange juice and assorted soft drinks 4 Hours

Badoit sparkling water Evian mineral water

LOCAL SELECTION

Lerida Estate pinot grigio 1 Hour
Lerida Estate pinot noir 2 Hours
Mount Majura The Silurian Pinot Noir
Bentspoke beer 3 Hours
Orange juice and assorted soft drinks 4 Hours

Badoit sparkling water Evian mineral water

NON-ALCOHOLIC BEVERAGES

Selection of juices 1 Hour
Selection of soft drinks 2 Hours
Badoit sparkling water
Evian mineral water 3 Hours
4 Hours

Please note: Minimum spend applies for private bar to be set in function rooms

For any beverage package purchased longer than 1 hour, you will be required to order food to accompany the service as part of our responsible service of alcohol (RSA) policy.



































OUR COMMITMENT TO YOUR EVENT

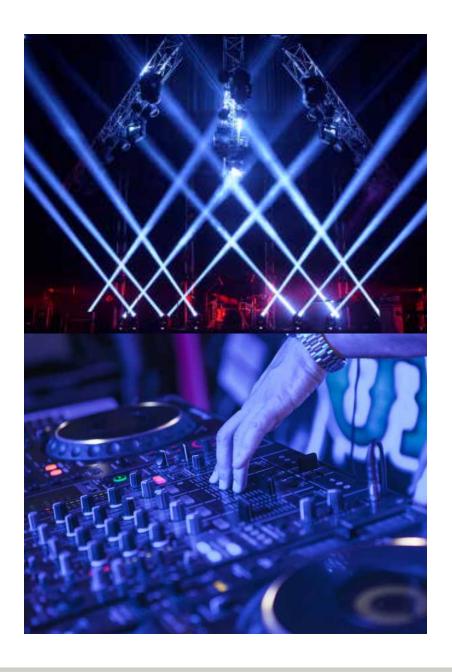
The Encore Event Technologies on-site Audio Visual Services Manager will provide technical specifications, competitive quotation and advice on a comprehensive product and service range to suit your business event:

- · Installed in-room audio visual systems
- · Floor plans which include seating and audio visual for your event
- · Creative content development
- · Technical production management
- · Full range of audio systems
- · Stage and draping
- · Intelligent lighting and LED lighting systems
- · Conference delegates participation and interaction audience response
- · Video and audio recording
- · Video conferencing, webcasting, livestreaming
- · Video on demand (VOD)

Encore Event Technologies will accurately set up on time, meet and greet you to launch your event and be on hand throughout the day. We commit to ensure your event is a success and will impress your audience.

CREATIVE CONTENT DEVELOPMENT - 'THE MESSAGE'

Encore Event Technologies will guide the creative development of 'the message' for your event and create the 'takeout' that will guarantee great outcomes with the concept's purpose being to transform and stylise your event's theme into a high impact digital presentation of the message. Within a short lead time Encore Event Technologies will adapt digital animation, dynamic branding banners and 3D mapping technologies to uniquely present the message that will motivate your participants.





























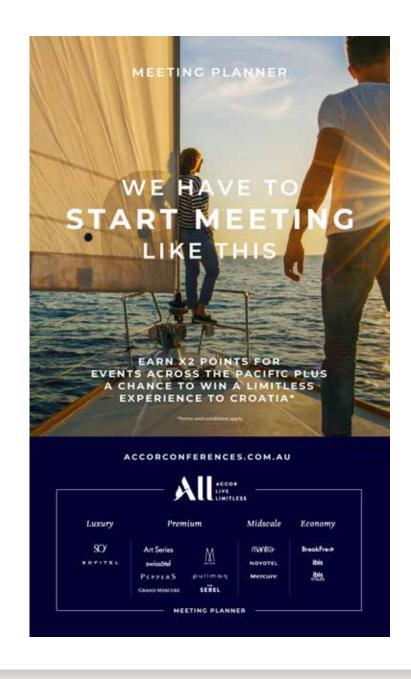
ACCOR ALL REWARDS YOUR LOYALTY!

Become an Accor Live Limitless Meeting Planner member and earn points for every event you organise. Choose from over 2,400 hotels worldwide specialised in hosting professional meetings and events, from luxury to economy. As a Meeting Planner member, you will benefit from exclusive services and individual support throughout your stay.

- · More Choice with over 2,400 Accor properties from luxury to economy, in 90 countries
- Earn points with every event with a minimum of 8 delegates or 8 rooms
- · Offset the cost of events by paying with points earned
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NOVOTEL CANBERRA

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